



COPS Instruction Booklet

Community Oriented Policing Services

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Tribal Resources Grant Program 2000 Instruction Booklet

U.S. Department of Justice
Office of Community Oriented Policing Services
OMB Approval Pending

Tribal Resources Grant Program 2000

Instruction Booklet

The COPS Office Tribal Resources Grant Program, a broadened, comprehensive hiring program, is intended to meet the most serious needs of law enforcement in Indian communities through a “menu of options” from salary and benefits for new police personnel to funding for law enforcement training and equipment of new and existing officers.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 1-800-421-6770.

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, DC 20530

Internet web site: <http://www.usdoj.gov/cops/>

Contents

I. Program Overview	3
Introduction	3
Program Information	3
Eligibility Requirements	4
Applying as a Consortium	4
Applying as a Start-Up Agency	5
Length of Award, Grant Amounts, and Local Match	5
Guidelines for Waivers of Local Match	6
Funding Options	8
Sworn Officers	9
New Police Officer Positions	9
Background Investigations	10
Training	10
Basic Law Enforcement Training	10
Community Policing Training	11
Grant Management Training	11
Computer Training	11
Uniforms and Basic Issue Equipment	12
Technology	13
Police Vehicles	13
Items That Will Not be Funded Under the	
Tribal Resources Grant Program	14
How to Apply	14
Completed Applications	15
Application Deadline	15
Criminal Intelligence Systems	15
Paperwork Reduction Act Notice	16
Additional Assistance	16
II. Administrative Requirements	16
Monitoring and Reporting Requirements	16
Audit Requirements	17
Assurances and Certifications	17
Retention Requirements	17
Nonsupplanting Requirements	17
Civil Rights	18
Suspension or Termination of Funding	18



III. Application Instructions	19
Budget Worksheet - A. Officer Salary and Benefits	20
B. Academy/Basic Training	20
C. Other Training	20
D. Uniforms and Basic Issue Equipment	21
E. Technology	21
F. Vehicles	21
IV. NIJ Bullet-Proof Vest Standards	22
V. Glossary of Terms	24



Program Overview

Introduction

The Office of Community Oriented Policing Services (COPS) Tribal Resources Grant Program 2000 (TRGP2000) is one of several grant programs developed by the U.S. Department of Justice under the Violent Crime Control and Law Enforcement Act of 1994 (VCCA). The COPS Tribal Resources Grant Program is intended to meet the most serious needs of law enforcement in Indian communities through a broadened, comprehensive hiring program that will offer a “menu of options” from salary and benefits for new police personnel to funding for law enforcement training and equipment for new and existing officers. This \$40 million program focuses on tribal communities, many of which have limited resources and are affected by high rates of crime and violence. The program focuses on enhancing law enforcement infrastructures and community policing efforts in these communities.

The Tribal Resources Grant Program is part of a larger Federal initiative. For the last three years, the Departments of Justice and Interior have worked in collaboration to improve law enforcement in tribal communities. In FY2000, a total of \$91.5 million has been appropriated to several DOJ agencies including the FBI, the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the Corrections Program Office (CPO), and the COPS Office. COPS is coordinating with these agencies as well as with the Office of Law Enforcement Services of the Bureau of Indian Affairs (BIA) to ensure that limited resources are not spent on duplicative efforts.

Program Information

Forty million dollars is available for this program. TRGP2000 grants are provided directly to law enforcement agencies. Grant requests should reflect a department's most serious law enforcement needs not funded with state, local, or BIA funds. **Grant requests must be linked to the implementation or enhancement of community policing.** Funding provisions under the Tribal Resources Grant Program will include three years of salary and benefits for new police officers. There is a requirement that officer positions funded under the grant must be retained after the COPS funding ends in 3 years. Funding will also be provided for otherwise unfunded law enforcement training, basic standard issue equipment such as bullet-proof vests, uniforms, firearms, portable radios, and background investigations. Otherwise unfunded law enforcement training and equipment for existing officers will be funded depending on the needs of the department and the availability of funding. Training will include basic and specialized police training at a state academy or the Indian Police Academy in Artesia, N.M., as well as community policing, grants management, and computer training. Departments may also request funding for other types of otherwise unfunded department-wide law enforcement equipment and technology such as police vehicles, computer hardware and software, mobile data terminals, and dispatch and communication systems. All applicants are encouraged to have or to develop an automated crime information gathering system compatible with the FBI Uniform Crime



Reporting System. Grant requests may be made only for items or officer positions which are not budgeted with state, local, or BIA funding. Each section of the “menu of options” will contain a cap on the amount of funding that may be requested under a particular category. The COPS Office expects a strong demand for funding under this program. Therefore, the COPS Office reserves the right to limit the amount funded to a single agency.

Eligibility Requirements

All Federally Recognized Indian Tribes with established police departments are eligible to apply. Tribes that wish to establish police departments and meet specific criteria will be eligible to apply. Tribes and villages that wish to work together may also apply as a consortium with a formal written partnership agreement that describes how requested resources (law enforcement positions, training, and/or equipment) will serve the consortium's population (see below). In addition, tribes that are currently served by the Bureau of Indian Affairs (BIA) law enforcement may request funding under TRGP2000 to supplement their existing police services. However, tribes whose law enforcement services are provided by local non-tribal policing agencies through a contract arrangement are not eligible under this COPS program. Tribes that do not meet the eligibility requirements under this program may apply to the COPS Office Universal Hiring Program for police officer positions only. Receiving an award under the Tribal Resources Grant Program will not preclude a grantee from future consideration under other COPS Office grant programs for which they are eligible.

Applying as a Consortium

A consortium is a group of two or more Federally Recognized Tribes that agree to form a partnership to provide law enforcement services to the constituent tribal communities. To be recognized as a consortium, the applicant must furnish a memorandum of understanding between all of the constituent tribal governments and signed by the primary government executive in each tribe on behalf of that tribe. This memorandum of understanding should describe the relationship between the agencies and outline conditions, contributions and benefits each partner will contribute to, or receive from, the project. It should also designate one agency as the payee, to receive and disburse funds and to be responsible for supervision and coordination of grant activities. If you are applying as a consortium, attach the following documentation to your application:

- * Memorandum of understanding
- * Population served and land base in square miles for each agency in the consortium
- * A brief description of how the agencies in the consortium currently receive law enforcement services and why these are inadequate
- * A description of how any additional officer positions funded under the grant will be retained after the grant period ends

Applying as a Start-Up Agency

A start-up agency under the Tribal Resources Grant Program is a Federally Recognized Tribe that does not provide their own law enforcement services to their community, or receive law enforcement services from the Bureau of Indian Affairs, or through a BIA 638 contract. Start-up agencies may currently have their law enforcement services provided by a state or local agency, and wish to supplement or replace these services by starting-up their own tribal law enforcement agency. If you are applying as a start-up, attach the following documentation to your application:

- * Resolution, ordinance, or law passed by your jurisdiction formally establishing a police agency.
- * Tribal codes, laws, or ordinances to be enforced by the police agency.
- * Plan for establishing a police department, apart from the resources requested in the COPS grant application.
- * Short narrative describing how current law enforcement services are being provided and why these are inadequate.

Length of Award, Grant Amounts, and Local Match

TRGP2000 funds for salary and benefits of an officer cover salary costs over a three-year period and grants for officer salary and benefits are three years in duration. Funds other than salary are for one time purchases for costs incurred by a department for allowable training, uniforms, and basic issue equipment during the first 12 months following the official hiring date of the eligible officer(s). Funds for department equipment or technology are for one-time purchases as well and must be made within the first year of the grant. This portion of the grant funding is for one year in duration.

The Tribal Resources Grant Program will cover a maximum Federal share of 75 percent of total project costs, including approved salary and benefits of entry-level police officers (up to a maximum of \$75,000 per officer over 3 years), basic and specialized law enforcement training and equipment, technology, and vehicles. A local match requirement of 25 percent of total project costs is included in this program. The local match must be a **cash match** of a minimum of 25% of total allowable item costs. For example, the federal share for a computer system costing \$100,000 would be \$75,000, and the local match would be \$25,000.

A waiver of the local match requirement may be requested under TRGP2000, but will be granted only on the basis of a documented demonstration of fiscal hardship. **Requests for waivers must be submitted with the application.** (See below for more details on waiver submission).

After a TRGP2000 application is approved for funding, notification of award and subsequently, an official award will be mailed to the applicant agency. Grantees may hire the awarded officers or purchase funded equipment or supplies after the official award start date of the grant. Reimbursements under the grant **will not** be made until



the agency purchases funded equipment and supplies and approved training is completed. Although approved items such as uniforms and equipment must be purchased prior to reimbursement and after the official award start date, receipts and other proofs of purchase are not required for payment but should be retained by the grantee for a minimum of three years and be available for review upon request by program auditors.

Guidelines For Waivers of Local Match

A waiver of the 25 percent local match requirement is available to applicants that demonstrate ***severe fiscal distress resulting in an inability to provide adequate law enforcement services***. Requests for a waiver are considered on a case-by-case basis. The COPS Office will review documentation submitted by the applicant that describes severe fiscal distress. Decisions will be based on the information that applicants provide for the criteria listed below. Requests for waivers must be made at the time of the application. Requests for a waiver after an award has been granted will be considered only in extraordinary circumstances. Requesting a waiver of the local match will not impact the overall decision to fund an agency.

On your agency's letterhead, please explain how the tribal community's law enforcement efforts have been impacted by fiscal hardship. Please provide specific examples and documentation for the following criteria, where applicable, and submit this information with your TRGP2000 application materials:

- * Bureau of Indian Affairs funding cuts that have negatively impacted your ability to serve tribal community members and have caused financial hardship;
- * Other Federal or State funding cuts that have negatively impacted your ability to serve tribal community members and have caused financial hardship;
- * Funding cuts that have caused:
 - a) Lay-offs within the tribal government
 - b) Lay-offs within the tribal police department
 - c) A reduction in necessary overtime expenses for your law enforcement agency
 - d) A reduction in your law enforcement agency's ability to purchase necessary supplies, equipment, and/or vehicles;
- * Loss or relocation of a primary employer and how this has caused financial hardship;
- * Private enterprise in which the tribal government engages that is currently experiencing financial hardship;
- * Budget deficit within the tribal community;



- * Poverty rate within the tribal community;
- * Unemployment rate within the tribal community;
- * A natural disaster that has recently affected your tribal lands and has caused financial hardship;
- * Extraordinary and/or unanticipated non-recurring expenses and/or loss of revenue resulting in severe financial distress;
- * Other documentation of severe financial distress that is not accounted for by the above criteria.

Your waiver letter must also list any funds that are available to contribute to the local match requirement.

Applicants that request a waiver of the local match requirement, but do not include documentation for the above criteria, will not be considered for a waiver request.

Whether or not a waiver is granted, all grantees must develop, implement, and submit to the COPS Office a specific Retention Plan. This plan needs to document how officer positions that are awarded under this grant will be retained after the grant period expires. (See enclosed Fact Sheet regarding the Retention Plan.)



Funding Options

The Tribal Resources Grant Program offers several options for funding from the following "menu" of basic law enforcement staffing, training, and equipment. The following table shows the areas of funding that are available. Please see specific descriptions below the table for all allowable and disallowable items under this program.

Sworn Officers	Training	Basic Equipment	Technology	Vehicles
<ul style="list-style-type: none"> n Salary and benefits for sworn officer positions n Background Checks (up to two checks per position) 	<ul style="list-style-type: none"> n Basic Law Enforcement Training n Specialized Law Enforcement Training n Community Policing Training n Grant Management Training n Computer Training 	<ul style="list-style-type: none"> n Uniforms n Uniform Accessories n Standard Issue Weapon n Portable Radio n Misc. Standard Equipment Issued to Recruits 	<ul style="list-style-type: none"> n Computer Hardware n Computer Software n Hardware/Software Upgrades n Mobile Data Computers/Laptops n Communication Systems n Dispatch Systems/ CAD n NIBRS/UCR Compliant Data Systems n NCIC System n Automated Booking System n Automated Fingerprint Identification System n Records Management System (RMS) n Mobile Data Terminal (MDT) 	<ul style="list-style-type: none"> n Police Cars n Vehicle Accessories n Special Conveyances Based on Need
\$75,000 Funding Limit per Officer \$3,000 Limit for Checks	Range from \$1,200 to \$6,000 per Type of Training	\$3,000 Funding Limit per Officer	\$75,000 Funding Limit per item or group of like items	\$20,000 Funding Limit per Vehicle



Applicants may apply for items from any category of the menu options, as long as costs adhere to the funding limits listed under each category and the requested items are not budgeted with state, local, or BIA funding. Funding limits reflect the 75% Federal share of total project costs. Unless a waiver of the local match is granted, awards will reflect 75% of total project costs, or the funding limit of each category, whichever is lower. For example, if your agency calculates the cost of basic equipment for one officer at \$3,000, you would be awarded the 75% Federal share of \$2,250. The 25% local match under that category would be \$750. If your agency calculates the cost of basic equipment for one officer at \$4,200, you would be awarded the maximum of \$3,000 under that category. The local match would be the remainder of costs under that category, \$1,200.

Applicants should identify their law enforcement department's most serious otherwise unfunded needs for staffing, training, and equipment before choosing items from the menu of options. Applicants will be asked to rank their most serious needs at the end of the application form. It is anticipated that your department's needs will be reflected in the items chosen from the menu of options.

Sworn Officers

New Police Officer Positions

(Funding cannot exceed \$75,000 per officer position for a 3-year period)

Grants awarded under this program are restricted to the payment of approved salaries and benefits for the hiring of additional sworn career law enforcement officers for a three year period. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law, or by a state, local, or tribal agency to engage in or oversee the prevention, detection or investigation of criminal laws. Grant awards are based on the **current entry-level salary** of a police officer in your department. Requests for new police officer positions must be accompanied by a "retention statement" describing how additional officer positions funded under the grant will be retained after the grant period ends in three years. Funds can only be spent on or after the date of the award or the date of an officer's hire, whichever comes later. Grant funds may not be used retroactively for the salaries paid prior to the grant award or for an officer hired prior to the award announcement. To qualify as COPS funded positions, the grantee must hire the new officer(s) only after the official award start date of the grant. The hiring of new personnel must follow your existing local recruitment and selection procedures, and reflect at minimum the Bureau of Indian Affairs standards. It is required that officer positions funded under the grant be retained after the COPS funding ends in 3 years.

All police officers hired under this program will receive funding for basic law enforcement training. Accordingly, any requests for new officers must include a request for basic training. In addition, each grantee will receive funding for a minimum of two individuals to receive community policing training within the first year of the grant. Please see the section below on Training for more details.



Background Investigations

(Requests for funding cannot exceed \$3,000 per officer position)

Applicants must request funding for up to two background investigations per officer position for officers requested under this grant program. Applicants may also request funding for up to two background investigations for COPS funded positions from previous grants that have not yet been filled if other funding (state, local, or BIA) is not budgeted for the background investigations.

Background investigations must be completed before expenses incurred in connection with such investigations can be reimbursed and before any salaries awarded under the grant can be paid to new hires. Funded background investigations may not be initiated prior to the official award start date of the grant period. Grantees will be required to certify that the funded background investigations met the minimum Federal requirements.

Training

Basic Law Enforcement Training

(Requests for funding cannot exceed \$ 6,000 per officer)

Applicants may request funding for otherwise unfunded expenses associated with sending recruits to a state academy that will train and certify tribal police officers or to the BIA's Indian Police Academy in Artesia, New Mexico. Applicants may also request basic training from an established academy that trains Indian police officers, such as the Navajo Nation's academy. In addition, requests for funding for specialized police training offered at the BIA's Indian Police Academy, a state police academy or a tribal community college will be considered on a case by case basis. Basic law enforcement training is mandatory for new officers hired under this grant program and is encouraged for existing police officers who have not received basic law enforcement training, depending on the needs of your department and the availability of funding. **New officers hired under this grant program must be registered for basic law enforcement training within the first six months of the date of hire.** A department may not request funding for training previously funded under the FY 1999 TRGP program.

State academy training costs include training instruction fees, academy tuition, course fees, textbooks, manuals, supplies, and travel in connection with training (transportation, lodging, per diem, etc.) if more than 50 miles from job site. If your state academy does not charge for the training, your department will be reimbursed for travel only in connection with training. Departments that send their new officers to the BIA Indian Police Academy will be reimbursed for travel costs only.

Applicants may request funding for only one cycle of basic training per officer. The grantee agency will be responsible for any additional costs associated with an officer not completing basic training on the first attempt.

Community Policing Training

(Requests for funding cannot exceed \$1,200)

Community policing training is being offered to all departments under this grant program but it is only required for grantees that do not currently have a TRGP grant. All new TRGP grantees will be expected to send a minimum of two representatives to attend one such training within the first year of the grant period. The tribe may choose to send a law enforcement representative and a representative from the tribal government or the tribal community or two representatives from the police department. Applicants may request funding to send more than two representatives to community policing training but requests will be granted based upon funding availability. Community policing training courses will be offered by three different training sources: the Community Policing Consortium, the COPS funded Regional Community Policing Institutes, or the Federal Law Enforcement Training Center (FLETC). These are the only approved training providers under this category. Grantees may select the one course that accommodates their schedule, but training must be completed in a timely manner, no later than one year after the grant period begins.

Advanced or specialized community policing training will be offered to departments that have a current TRGP grant and have completed the community policing training requirement for their grant. A separate mailing will be sent providing training details.

Funding for community policing training will only cover travel to and from the training site (if training is conducted more than 50 miles from job site), as well as lodging and per diem for each representative. Information on training schedules, curricula, and other training details will be provided to the grantee at the time of the award.

Grant Management Training

(Requests for funding cannot exceed \$1,200)

Grant Management Training in connection with the implementation of this grant program is being offered to all applicants by the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller. This training will cover important programmatic and financial aspects of grant management. Grantees that do not currently have a TRGP grant are required to send two representatives to attend such training: a law enforcement representative and a representative of its finance and/or grants staff. Training must be completed no later than one year after the grant period begins.

Funding for Grant Management Training will only cover travel to and from training site (if training is conducted more than 50 miles from job site), as well as lodging and per diem for each representative. Information on training schedules, curricula, and other training details will be provided to the grantee at the time of the award.

Computer Training

(Requests for funding cannot exceed \$1,200)

Applicants may request optional computer training for systems, hardware, or software that they already own, but may not be utilizing to its fullest extent because of a lack of



training. Applicants must demonstrate how the training will enhance law enforcement activities, particularly in support of community policing. Applicants must indicate the type and source of such training requested at the time of application. Requests may be made only for training costs not funded in the applicant's budget with state, local, or BIA funds. The COPS office will consider each request on a case-by-case basis depending on the availability of funding.

Funding for computer training will cover the cost of instruction and costs for instructor travel, lodging, per diem, and other expenses, as funding permits. However, offsite training required to increase tribal capacity to operate a crime gathering information system compatible with the FBI Uniform Crime Reporting System may be requested, as funding permits.

Uniforms and Basic Issue Equipment

(Requests under this category cannot exceed \$3,000 per officer)

- * Standard attire (uniform shirts, trousers, ties, belts)
- * Dress attire (dress coat, dress shirts, dress pants, ties)
- * Outerwear (raincoat, coat, jacket, reflective vest)
- * Footwear (dress shoes, athletic shoes, boots)
- * Hat/caps/gloves
- * Identification badge(s)/other insignia (nameplates, etc.)
- * Other standard issue apparel/uniform accessories (subject to approval)
- * Primary issue handgun
- * Holster
- * Bullet-proof vest**
- * Portable radio and holder
- * Gun belt and belt accessories
- * Pepper spray and holder
- * Baton and baton holder
- * Handcuffs and case/holder
- * Manuals, reference books, notebooks, etc.
- * Other miscellaneous items issued to police recruits (e.g., flashlight, templates, whistles)

Uniforms and basic issue equipment may be requested for new officers requested under TRGP2000 or for existing police officers if the applicant agency's budget does not include other state, local, or BIA funds to pay for these costs. Requests for reimbursement of uniforms and equipment purchased prior to the award date will not be funded.

** Any bulletproof vest purchased under TRGP2000 must meet National Institute of Justice standards, as shown on the list of acceptable vests included in this application kit. Applicants should take this into consideration when requesting funding for this



item, and request an adequate amount of funding accordingly. Since the list is frequently updated, please go to the following web site at <http://www.nlectc.org> for the most current listing or call 1-800-248-2742 for direct connection to the National Law Enforcement and Corrections Technology Center for more information. NJ approved stab-resistant vests will be available through this program.

Technology

(Requests under this category cannot exceed \$75,000 per item or group of like items)

Applicants may request funding for otherwise unfunded technology that will upgrade their department's ability to provide law enforcement services. Applicants must demonstrate that the technology is for law enforcement use and that the technology will enhance the department's community policing activities. Applicants may request funding for installation and training costs associated with the technology. Tribes are encouraged to request equipment that will increase their ability to collect crime data. Applicants are encouraged to have or develop an automated crime information gathering system compatible with the FBI Uniform Crime Reporting System. Below are items that may be requested:

- * Computer hardware
- * Computer software
- * Hardware/software upgrades
- * Mobile data computers/laptops
- * Communication systems
- * Dispatch systems/CAD systems
- * NIBRS/UCR compliant crime data systems
- * NCIC System
- * Automated booking systems
- * Automated fingerprint identification system
- * Records Management System (RMS)
- * Mobile Data Terminal (MDT)

Police Vehicles

(Requests under this category cannot exceed \$20,000 per vehicle)

Applicants also may request funding for otherwise unfunded police vehicles and basic vehicle accessories. Requests for police vehicles other than cars will only be considered if documentation on the need for that specific type of vehicle accompanies the application.

- * Police cars
- * Basic vehicle accessory package
- * Special conveyances (motorcycles, snowmobiles, ATV, etc.) based on demonstrated need



Items that Will Not Be Funded Under the Tribal Resources Grant Program

This is not an inclusive list. The COPS Office reserves the right to deny funding for items that may not be included in this application kit. Please do not apply for these items under TRGP2000:

- Overtime hours for sworn officers or civilians
- Salaries and benefits of existing employees
- Civilian salaries and benefits
- Indirect costs
- Construction/renovation costs
- Office rental space
- Office furniture/supplies
- Phone lines/utilities
- Office equipment (copiers, fax machines)
- Dictation systems
- Televisions/VCRs
- Crime mapping systems
- Video Cameras (other than vehicle mounted)/film
- Ammunition
- Dogs (K-9)
- Radar guns
- Vehicle parts, service, or maintenance
- Surveillance equipment

In addition, this program will not provide funding for any items or positions which are funded in the applicant agency's budget with other sources of funding (state, local, or BIA). You may apply only for otherwise unfunded positions or items to supplement your agency's law enforcement budget.

How to Apply

This application kit is for the TRGP2000 grant program only. Agencies that are not eligible under this program may be eligible under the COPS Universal Hiring Program (UHP). To obtain a UHP application, please contact the U.S. Department of Justice Response Center at 1-800-421-6770.

TRGP2000 applicants should follow the instructions in this application booklet to complete the appropriate forms. All forms included in this kit must be properly completed and returned. Failure to complete and return all of the required forms may result in denial of the application or a delay in processing.

All application forms must be typewritten and the requested materials should be stapled together. Applicants are discouraged from including other materials beyond what is requested.



A completed TRGP2000 application must include the following items:

1. Original and 2 copies of the completed and signed application for the applicant law enforcement agency.
2. Original and 2 copies of the completed Budget Detail Worksheets for the applicant law enforcement agency.
3. Original Assurances and Certifications.
4. Consortium information, if applying as a consortium.
5. Start-Up information, if applying as a start-up.
6. A plan to retain requested officer positions after the grant period ends (applicants requesting officer positions only).
7. A narrative addressing the waiver information on page 7 if agency is requesting a waiver of the 25% local match.

Completed Applications

Completed applications should be mailed to the address listed below. Original signatures are required on all grant materials; therefore, **we cannot accept faxes.**

**Tribal Resources Grant Program Control Desk
Office of Community Oriented Policing Services
U.S. Department of Justice
1100 Vermont Avenue, N.W., 8th floor
Washington, D.C. 20530
(for overnight delivery, please use 20005 as the zip code)**

Application Deadline

The application deadline for TRGP2000 is **May 5, 2000**. All applications must be postmarked by this date in order to be considered eligible. All applications will be reviewed by the COPS Office and applicants will receive written notification of funding decisions.

Criminal Intelligence Systems

If your TRGP2000 grant provides funding to purchase, maintain or enhance equipment (hardware or software) to enable your agency to receive criminal intelligence information*, store it, exchange it with other agencies, disseminate it or analyze it, you may be operating an interagency criminal intelligence system subject to 28 C.F.R. Part 23. This federal regulation exists to ensure that your agency operates and maintains such a system within the constitutional privacy rights of individuals. 28 C.F.R. Part 23 also provides guidance that will assist you to ensure the reliability of information in your criminal intelligence system and to limit the dissemination of the intelligence information only to those authorized to use it. If any part of your funded project is subject to 28 C.F.R. Part 23, your agency will have to comply with this federal regulation and create a system operating manual. More information on this requirement will be provided with grant awards.



* "Criminal Intelligence System" or "Intelligence System" means the arrangements, equipment, facilities, and procedure used for the receipt, storage, interagency exchange, dissemination, and analysis of criminal intelligence information. Any information system that receives, stores, and disseminates information on individuals or organizations based on their involvement in criminal activity is a criminal intelligence system. The definition includes systems that store detailed information on the criminal activities of subjects and systems that store only information designed to identify individuals or organizations that are the subject of an inquiry or analysis (e.g., a pointer system).

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to eight (8) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Additional Assistance

If you have any questions regarding TRGP2000 or would like assistance completing this application, you may call the U.S. Department of Justice Response Center at 1-800-421-6770. You may also contact your state grant advisor at the COPS Office for assistance.

Administrative Requirements

Monitoring and Reporting Requirements

Federal regulations require that financial assistance provided by the Federal government be monitored to ensure that funds are used properly. Monitoring efforts by the COPS Office may involve, but are not limited to, site visits, telephone calls, and training conferences. Reporting requirements under this program will include the submission of quarterly financial status reports and program reports that track grantee progress on an annual basis. In addition, all applicants will be required to submit a written plan to retain their COPS-funded officer positions after Federal funding has ended. This plan must be submitted to the COPS Office with the TRGP2000 application.

Audit Requirements

For audit purposes, all grant records should be retained for three (3) years after the close of the grant. OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide, not grant-by-grant, audits in accordance with the requirements of this circular.

In addition, agencies may be selected for a COPS specific audit by the U.S. Department of Justice, Office of the Inspector General.

Assurances and Certifications

Agencies awarded under the TRGP2000 are required to submit Assurances and Certifications to the COPS Office. These items are treated as a material representation of fact reliance upon which the COPS Office will rely in deciding whether to award this grant.

Retention Requirements

The retention requirement is a condition of the TRGP2000 grant. When your agency accepts officer positions under this COPS program, it must commit to keeping the additional COPS-funded officer position once COPS support and the grant period end. COPS-funded positions must be retained over and above the previous locally-funded number of positions in the law enforcement agency. These positions can be retained using state, local, tribal, or other funding. You cannot use attrition to meet the retention requirement. If a grantee is unable to retain at the end of the grant period, they may request a waiver of the retention requirement based on severe fiscal distress. Any exceptions to the retention requirement must be authorized in writing by the COPS Office. The COPS Office will monitor the grantee's implementation of its retention plan for one full local budget cycle.

Nonsupplanting Requirements

The COPS statute requires that grant funds may not be used to replace state, local, or Bureau of Indian Affairs funds that would be made available in the absence of the Federal COPS grant funding. This means that TRGP2000 funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for law enforcement purposes.

For example, TRGP2000 grantees may not use TRGP2000 funds to pay for any sworn officer positions that the grantee has already committed to fund with state, local, or Bureau of Indian Affairs funds. Instead, the TRGP2000 funds may be used only to hire and fund new, additional sworn officer positions after the official award start date to increase the grantee's "baseline" of state, local, or Bureau of Indian Affairs positions. If a TRGP2000 grantee committed to hire 10 new officer positions with Bureau of



Indian Affairs funds prior to receiving a TRGP2000 grant for 5 officer positions, for example, the grantee must hire those 10 officer positions with the committed Bureau of Indian Affairs funds and then also hire 5 additional officers with the TRGP2000 funds.

This requirement applies to all items or costs requested under the TRGP2000 program. Grant applicants may not apply for TRGP2000 funding for any item such as a vehicle or cost such as officer training if that item or cost was otherwise budgeted with state, local, or Bureau of Indian Affairs funds as of November 1, 1999, or committed to the grantee's budget after that date.

In addition, grantees may not reallocate state, local, or Bureau of Indian Affairs funds from one area within the law enforcement budget to another as a result of applying for or receiving TRGP2000 funds. For example, grantees who have budgeted funds to pay for 10 new, additional officer positions may not reallocate those funds to pay for any other law enforcement cost as a result of applying for TRGP2000 funds for additional officer positions. Grantees also may not reallocate funds from within their law enforcement budget to pay for the required local match to the TRGP2000 grant, but must obtain other sources of local match funds in addition to the state, local, or Bureau of Indian Affairs funds which otherwise would be budgeted for law enforcement purposes.

To ensure compliance with the nonsupplanting requirement, TRGP2000 grant applicants should apply only for officer positions, items, or other allowable law enforcement costs which were not funded in the agency's budget as of November 1, 1999, and would not otherwise be funded with state, local, or Bureau of Indian Affairs funds in the absence of the TRGP2000 grant.

The possibility of supplanting will be the subject of careful application review, and possible pre-award review, post-award monitoring, and audits. Supplanting of state, local, or Bureau of Indian Affairs funds with COPS grant funds is a ground for potential suspension or termination of grant funding, repayment of funds provided, and other applicable legal sanctions.

As part of this application, your agency must sign a certification that it will not use COPS funds to supplant state, local, or Bureau of Indian Affairs funds at any point during the grant award period. This certification will be treated as a material representation of fact upon which the COPS Office will rely in deciding whether to award this grant.

Civil Rights

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. As part of your TRGP2000 grant application, you are required to submit assurances, which contain applicable legal and administrative requirements for grantees.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a grantee for the following reasons:

- * Failure to make satisfactory progress toward the goals or strategies set forth in this application; or
- * Proposing substantial changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding; or
- * Failure to adhere to monitoring requirements; or
- * Filing a false statement or certification in this application or other report; or document; or
- * Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18.

Application Instructions

Part I of the application requests background information about the applicant agency.

Part II-VI is a summary of items and budget information for each group of items requested for funding. (The Budget Worksheet attached to the grant application form must be completed prior to completing the Budget Summary.)

Part VII requests information on your department's most serious law enforcement needs.

Part VIII is the **Budget Summary** which should be used to itemize all items requested for funding and to calculate the total cost for each item and group of items. The final amounts for each category should be copied to Section II of this application. **Please note that there is a funding cap for each section of the budget worksheet.**

If you are requesting a waiver of the local match based upon severe fiscal distress, indicate that in this section and **attach the supporting documentation as outlined in the application instructions, page 6.**

This section also contains a certification which attests to the accuracy of information contained in the application. A signature is required by the Law Enforcement Executive and the Government Executive.



Budget Worksheet

SECTION A: Officer Salary and Benefits

If your department is requesting funding for officers' salaries and benefits under TRGP2000, complete the attached budget worksheets titled " Tribal Resources Grant Program - Officer Request Budget Information." Complete one budget worksheet for all officers requested. The budget worksheet for officers should reflect your department's **current entry level salary and benefits**.

SECTION B: Academy/Basic Training

Training for recruits may vary in its delivery, in the length of training, and in related costs. It can be delivered at a state academy, Indian Police Academy, or at a department's police academy.

If your department is requesting funding for basic recruit training, use Section B to show which type of training academy your recruit will attend. Indicate the costs associated with the training, multiply by the number of officers for which you are requesting the training, and enter the total cost of training requested.

*** A maximum of \$6,000 can be requested per student for academy/basic training.** If per student costs exceed the allowable reimbursement, you will only be approved for \$6,000.

SECTION C: Other Training

Community Policing Training – Departments that do not currently have a TRGP grant must request funding to send a minimum of two representatives to the approved training. There are no tuition fees associated with these courses, so departments should request funds for travel expenses only. **A maximum of \$1,200 per department can be requested for Community Policing Training.**

Grant Management Training – Departments that do not currently have a TRGP grant must request funding to send two representatives to Grant Management Training provided by the Department of Justice. There are no tuition fees associated with this course, so departments should request funds for travel expenses only. **A maximum of \$1,200 per department can be requested for Grant Management Training.**

Computer Training – Departments may request funding for computer training delivered on site, or for individuals in the department to attend a training class. Only travel funds related to bringing a trainer on site will be approved. **A maximum of \$1,200 per department can be requested for Computer Training.**



Section D: Uniforms and Basic Issue Equipment

Uniforms and basic issue equipment include all apparel, footwear, and accessories provided to a recruit during the first year of employment. Items listed in this section should be itemized individually. Basic issue equipment includes supplies, equipment, and other items routinely issued to **all** recruits during academy training, upon graduation from the academy, or after a probationary period. Funding is available for standard equipment issued during the first year of employment only. If the list of requested items does not apply to all officers receiving the equipment, you must complete a separate worksheet for each officer with varying costs. *A listing of allowable and disallowable items are found on pages 7-13 of this application.* **A maximum of \$3,000 per officer can be requested for uniforms and basic issue equipment.**

Section E: Technology

Items listed in this section should contain a clear description of the item and all components for which you are requesting funding. Include types, descriptions, numbers of items, and any costs associated with installation or training. **A maximum of \$75,000 can be requested per item or group of like items relating to the same system.**

Section F: Vehicles

Describe the vehicle type and cost. List individual items in the vehicle accessory package and their individual costs. **A maximum of \$20,000 can be requested per vehicle.**



National Institute of Justice (NIJ)

The following information was adapted from NIJ Guide 100-98, "Selection and Application Guide to Police Body Armor." The publication in its entirety may be requested from:

National Law Enforcement and Corrections Technology Center (NLECTC)
2277 Research Boulevard
Rockville, MD 20850
1-800-248-2742

The publication may also be downloaded from the Center's website: www.nlectc.org.

"NIJ's policy on body armor has always been that preserving the life of the police officer is the sole criteria on which to judge body armor effectiveness. At present, an officer may select a garment that corresponds to an appropriate threat level and be confident that armor in compliance with NIJ's standard will defeat the stated threat level."

Type I (.22 LR; .38 Special)

Type I body armor is light. This is the minimum level of protection every officer should have and the armor should be routinely worn at all times while on duty. Type I body armor was the armor issued during the NIJ demonstration project in the mid-1970's. Most agencies today, however, because of increasing threats, opt for a higher level of protection.

This armor protects against .22 Long Rifle High-Velocity lead bullets, with nominal masses of 2.6 g (40gr), impacting at a velocity of 320 m/s (1,050 ft/s) or less, and against .38 Special roundnose lead bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 259 m/s (850 ft/s) or less.

It also provides protection against most other .25 and .32 caliber handgun rounds.

Type II-A (Lower Velocity .357 Magnum; 9mm)

Type II-A body armor is well suited for full-time use by police departments, particularly those seeking protection for their officers from lower velocity .357 Magnum and 9mm ammunition.

This armor protects against .357 Magnum jacketed soft-point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 381 m/s (1,250 ft/s) or less, and against 9mm full-metal jacketed bullets, with nominal masses of 8.0 g (124 gr), impacting at a velocity of 332 m/s (1,175 ft/s). It also protects against such threats as .45 Auto., .38 Special +P, and some other factory loads in caliber .357 Magnum and 9mm, as well as the Type I threats.

Type II (Higher Velocity .357 Magnum; 9mm)

Type II body armor is heavier and more bulky than either Types I or II-A. It is worn full-time by officers seeking protection against higher velocity .357 Magnum and 9mm ammunition.



This armor protects against .357 Magnum jacketed soft-point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 425 m/s (1,395 ft/s) or less, and against 9mm full-jacketed bullets, with nominal velocities of 358 m/s (1,175 ft/s). It also protects against most other factory loads in caliber .357 Magnum and 9mm, as well as the Type I and II-A threats.

Type III-A (.44 Magnum; Submachine Gun 9mm)

Type III-A body armor provides the highest level of protection currently available from concealable body armor and is generally suitable for routine wear in many situations. However, departments located in hot, humid climates may need to evaluate the use of Type III-A armor carefully.

This armor protects against .44 Magnum lead semi-wadcutter bullets with gas checks, nominal masses of 15.55 g (240 gr), impacting at a velocity of 426 m/s (1,400 ft/s) or less. It also provides protection against most handgun threats, as well as the Type I, II-A and II threats.

Type III (High-Powered Rifle)

Type III body armor is clearly intended only for tactical situations when the threat warrants such protection, such as barricade confrontations involving sporting rifles.

This armor, normally of hard or semi-rigid construction, protects against 7.62 mm full-metal jacketed bullets (U.S. military designation M80), with nominal masses of 9.7 g (150 gr), impacting at a velocity of 838 m/s (2,750 ft/s) or less. It also provides protection against threats such as 223 Remington (5.56 mm FMJ), 30 Carbine FMJ, and 12-gauge rifled slug, as well as the Type I through III-A threats.

Type IV (Armor-Piercing Rifle)

Type IV body armor provides the highest level of protection currently available. Because this armor is intended to resist "armor piercing" bullets, it often uses ceramic materials. Such materials are brittle in nature and may provide only single-shot protection, since the ceramic tends to break up when struck. As with Type III armor, Type IV armor is clearly intended only for tactical situations when the threats warrant such protection.

This armor protects against .30-06 caliber armor-piercing bullets (U.S. military designation AMP2), with nominal masses of 10.8 g (166 gr). Impacting at a velocity of 868 m/s (2,850 ft/s) or less. It also provides at least single-hit protection against the Type I through III threats.

Special Type

A purchaser who has a special requirement for a level of protection other than one of the above standard threat levels should specify the exact test rounds and minimum impact velocities to be used and indicate that this standard shall govern in all other respects.



Glossary of Terms

Allowable Costs – Allowable costs are what this grant program funds. COPS TRGP provides for funding of salary and benefits for sworn officer positions, and background checks for new and existing officers, as well as funding for training and equipment for new and existing officers. Upon review of your submitted budget, any non-allowable costs are removed, and your total budget amount is revised accordingly. Refer to the Funding Options section of the Application Kit and Instructions for a breakdown of Allowable Costs.

Authorized Official – The authorized official is the individual in your organization who has final responsibility for all programmatic and financial decisions regarding this grant award.

Closeout – The process in which the awarding agency determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

Cognizant Federal Agency – The Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizance agency assignments for the largest cities and counties are published in the Federal Register. The most recent publication was dated January 6, 1986.

Consortium – A consortium is a group of two or more Federally recognized tribes that agree to form a partnership to provide law enforcement services to the constituent tribal communities.

COPS Office – The Office of Community Oriented Policing Services (COPS) is the division of the U.S. Department of Justice that will be your "grantor agency" if your agency receives a COPS TRGP grant. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 1-800-421-6770.

Federally Recognized Tribe – Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street, N.W., Washington, D.C. 20240, 202-208-2475.

Matching Funds – Under COPS TRGP program, unless a waiver has been granted because of severe fiscal distress, the COPS Office provides up to 75 percent of total project costs, including approved salary and benefits, of entry-level police officers (up



to a maximum of \$75,000 per officer over 3 years), basic law enforcement training and equipment, technology, and vehicles. COPS TRGP grantees are responsible for a cash match of at least 25 percent of the total cost of allowable items.

Office of the Comptroller/Financial Analyst – The Office of the Comptroller (Office of Justice Programs) handles the financial and budgetary aspects of your grant. A financial analyst has been assigned to your state to answer any financial questions that you may have about your grant. If you receive a COPS TRGP award, your award package will identify your financial analyst.

EIN Number/Vendor Number – This is your agency's nine-digit Federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of Comptroller will assign a new vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

ORI Number – This number is assigned by the FBI and is your agency's identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI Number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

The Public Safety Partnership and Community Policing Act of 1994 – The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- * Increase the number of community policing officers on the beat by 100,000;
- * Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community;
- * Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime; and
- * Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

Supplanting – COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of Federal COPS grant funding. TRGP funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes as of November 1, 1999, plus an additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes at that date. For further information regarding supplanting, please contact the COPS Office Legal Division at 202-514-3750.



Waivers – A waiver of the local match requirement is available to applicants that demonstrate severe fiscal distress resulting in an inability to provide adequate law enforcement services. Requests for a waiver are considered on a case by case basis and must be made at the time of the application. Please refer to Guidelines for Waivers of Local Match in the TRGP Application Kit and Instructions.



FOR MORE INFORMATION:

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, D.C. 20530

To obtain details on COPS programs, call the
U.S. Department of Justice Response Center at 1.800.421.6770.

Visit the COPS internet web site:
www.usdoj.gov/cops

